

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION
May 20, 2003**

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FROM: **DAVE GIBSON**, Director
 Facilities Management Department

SUBJECT: INCREASE PURCHASE ORDER FOR PARKING LOT SWEEPING

RECOMMENDATION: Authorize the Purchasing Agent to increase Purchase Order #T1597 for an additional \$9,414 to Abbett Sweeping Services for a total of \$34,414.00 for the continued provision of parking lot sweeping services for the County buildings located at Foothill Law & Justice Center, Arrowhead Regional Medical Center and the Gilbert Street Complex.

BACKGROUND INFORMATION: Pursuant to County Policy 11-05, departments are required to seek Board approval when contracting for services with any one vendor in excess of an aggregate amount of \$25,000 per fiscal year. The Facilities Management Department to date has paid \$18,939.70 to Abbett Sweeping Services for parking lot sweeping with a payment of \$15,474.30 due prior to end of the fiscal year.

The increase for this purchase order is necessary to continue parking lot sweeping at the following County locations: Rancho Cucamonga Law and Justice, Arrowhead Regional Medical Center, and the Gilbert St. County Medical Center. The requested increase in the purchase order will cover anticipated 02-03 expenses for sweeping services at these locations.

In previous fiscal years, costs for services incurred at year-end were carried over to the next fiscal year for payment. As a result costs were shifted from fiscal year to fiscal year in order to stay within the purchase order authority. This practice, which was discovered during the recent Business Practice Review conducted by Human Resources Strategies, an outside consultant, resulted in this practice being stopped and Facilities Management will work with Purchasing to initiate the bid process for next fiscal year. Once the bid process is complete, a contract will be brought to the board for approval.

REVIEW BY OTHERS: This agenda item has been reviewed as to legal form by County Counsel (Jean-Rene Basle, Deputy County Counsel) on May 9, 2003; reviewed by and coordinated for procurement by Purchasing Department (Aurelio De La Torre, Director) on May 9, 2003; and reviewed by the County Administrative Office (Lynn Chacon, Administrative Analyst) on May 12, 2003.

FINANCIAL IMPACT: There are sufficient appropriations available in the 2002/03 Facilities Management Grounds Division Budget (AAA FMG FMG) to cover this additional expense for sweeping services. Approval of this action will not result in any additional local cost.

SUPERVISORIAL DISTRICT: Second, Fifth

PRESENTER: Dave Gibson, Director, 387-2230

Record of Action of the Board of Supervisors

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